***Word Processing terms***

Font: The style of the text.

Size: How big the text is.

Cut: To erase and copy a selection of text.

Paste: To paste a selection of text.

Search: To look for something.

Replace: To switch something with something else.

Portrait: When a page’s shorter side is facing up.

Landscape: when a page’s longer size is facing up.

Columns: A selection of text that is taller than it is wide.

Bullets: a dot that represents the start of a phrase.

Justification: To align text to both the left and right margins.

Tabs: the tab button

Header: A space at the top of a document.

Footer: a space at the bottom of a document.

Thesaurus: A digital book that can show different ways to say a word.